

26 Oct 2003

TO: All Embarked Personnel and Visitors

FROM: Captain John D. Wilder, NOAA  
Commanding Officer, NOAA Ship *RONALD H. BROWN*

SUBJECT: General Information and Vessel Regulations

Welcome aboard! *RONALD H. BROWN* and its crew are committed to providing you the best possible platform for scientific investigation within safe marine practices and the constraints of available resources. The ship's crew takes pride in this ship and consider it our home. I sincerely hope that the time you spend aboard *BROWN* is safe, enjoyable, and highly productive.

While you are aboard *BROWN*, your safety and welfare are my responsibility. I take this responsibility seriously. To ensure that your stay is a pleasant and successful one, I have outlined some important information and regulations. These policies provide for the safety, comfort, and welfare of all personnel aboard, and ensure that the crew can effectively conduct the ship's mission. I encourage you to read these regulations and review them periodically to ensure familiarity. A more comprehensive treatment of these topics may be found in the ship's Standing Orders.

If you have questions concerning departmental affairs, please contact the appropriate Department Head. For questions about scientific matters, please contact the Chief Scientist. For questions concerning vessel support to scientific operations, please contact the Operations Officer. For all other questions, please contact the Executive Officer or me. We are always available to help you.

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#### **I. GENERAL VESSEL INFORMATION**

NOAA Ship *RONALD H. BROWN* is the final ship of the AGOR-24 class oceanographic research vessels and currently the only NOAA Class I research vessel. *BROWN* was built by Halter Marine, Incorporated, in Moss Point, Mississippi. The keel was laid in 1995 and the ship was launched in 1996. It was placed in commissioned service as a public vessel in July 1997. The ship was originally to be named *RESEARCHER* after the ship it replaced. *RESEARCHER* (later renamed *MALCOLM BALDRIGE* in honor of the late Secretary of Commerce, 1981-1987) served with distinction around the globe for more than 25 years, alongside other NOAA Class I research vessels (*OCEANOGRAPHER*, *DISCOVERER* AND *SURVEYOR*). During construction, this vessel was renamed *RONALD H. BROWN* in honor of the late Commerce Secretary who perished in a plane crash while on a trade mission in Croatia on April 3, 1996.

*RONALD H. BROWN* is a multipurpose oceanographic research vessel, designed to operate in coastal and deep ocean areas to conduct physical, chemical, and biological oceanography, multi-disciplinary environmental investigations, atmospheric research, ocean engineering, marine acoustics, marine geology and geophysics, bathymetric survey, and meteorological research activities. Sister ships serving the University National Oceanographic System (UNOLS) are the University of Washington's *THOMAS G. THOMPSON* (AGOR-23), Scripps Institution of Oceanography's *ROGER REVELLE* (AGOR-24) and Woods Hole Oceanographic Institution's *ATLANTIS* (AGOR-25). The C-band Doppler radar dome setting atop the mast makes the ship easy to recognize and locate.

*BROWN* is 274 feet long, has a beam of 53 feet, a navigating draft of 19 feet, and a displacement of 3300 tons when fully loaded. The ship is propelled by two 3000 HP, fixed pitch omni-directional Z-Drive stern thrusters and is fitted with a 1180 HP azimuthing jet-type bow thruster. These propulsion units are powered by three 1500 KW and three 715 KW diesel electric generators on a split bus, which allows economical power generation and distribution as needs change. A Dynamic Positioning System automatically controls the Z-drives and bow thruster to hold station or maneuver in up to 8-foot seas, has an endurance of 11,300 nautical miles at a normal cruising speed of 12 knots, plus 30 days on station and her maximum sustained speed is 15 knots.

The shipboard Scientific Computer System (SCS) on board *RONALD H.*

BROWN uses two DELL Servers. The primary SCS server functions as a data acquisition system (DAS) to collect and record data from a large and diverse suite of shipboard meteorological, navigational, and oceanographic sensors. The second server acts as a data processing system (DPS) to quality control, analyze, and visualize real-time and archived sensor data. Direct access to the SCS is provided through the ship's Windows Network. Some of the sensors that provide data to the DAS are: a Magnavox MX-200 GPS Navigator, a Trimble Centurion P-code GPS receiver, a Northstar 941X GPS navigator, an ODEC DSN 450 Doppler Speed Log, a Sea Bird Electronics CTD system, a Thermosalinograph system, an ODEC Bathy 2000 3.5 kHz and 12kHz sub-bottom profiler, Hasse and optical rain gauges, underway p(CO<sub>2</sub>) system, and the SEAS XBT/Weather system. In addition to the C-band Doppler Radar, a 915MHZ radar wind profiling system and a Differential Absorption LIDAR (DIAL) capable for ozone/aerosol profiling are installed.

Onboard are two Markey Machinery hydrographic winches that share a common overboarding point at the hydroboom. Dual traction/stowage winch system, two telescoping boom cranes and two HIAB folding knuckle cranes of varying capacities are available for deploying and recovering scientific instruments and equipment. The ship is also equipped with a SEABEAM 2112 multibeam echo sounding system for bathymetric surveying. More details about the ship, onboard equipment and suite of sensors can be furnished upon request.

The following general information and regulations are provided for your guidance. They relate to safety and personal conduct, and provide information on routine shipboard procedures.

## **II. SAFETY**

### **A. EMERGENCIES YOU OBSERVE**

In the event you detect: Call the Bridge x125

1. **FIRE** - Call the bridge (125) immediately, activate the nearest fire alarm pull box, and pass the word before beginning immediate action to fight the fire yourself. Fire spreads quickly, close doors to contain smoke.
2. **FLOODING** - Call the bridge (125) immediately, and if possible, take immediate action to control flooding.
3. **MAN OVERBOARD** - Shout "MAN OVERBOARD," throw a life ring to the victim, and call the bridge (125)

immediately.

4. **MEDICAL EMERGENCY** - Call the bridge (125).
5. **HAZMAT SPILL** - Any spills or accidents must be reported. Call the bridge (125).
6. **EMERGENCY PAGING PROCEDURE:** Push PAGE button or dial 70 on any phone, listen for tone, then give the page.

B. **EMERGENCIES and EMERGENCY DRILLS:** All embarked personnel are required to respond to shipboard emergencies and participate in emergency drills. Fire and abandon ship drills will normally be held on the day of departure, and weekly thereafter.

Assigned stations for emergency drills are listed on the Emergency Station Bill which is posted in the following areas:

- Main Deck, passageway by the Main Lab, near frame 52
- 01 deck, across from the Galley serving line

For **FIRE, COLLISION** and **MAN OVERBOARD** drills or emergencies, the scientific complement and visitors will muster in the main lab (primary) or the mess area (alternate). Check your billet cards, and be prepared to assist as directed. The Chief Scientist will report muster to the bridge once all are present or are accounted for.

Emergency Station Billet cards for individual personnel are posted in the station billet holders on each bunk or on the stateroom door. Please take the time to locate your **Fire Station**, your assigned **Abandon Ship Station**, assigned **Liferaft**, your personal floatation device (**life jacket**), and your **Immersion Suit**. The following information pertains to each drill:

1. **FIRE** - Fire drills are conducted weekly when at sea. Normally, all hands participate. On board this ship at sea, we are all the fire department! In port, fire drills are conducted weekly for the first 30 days after a cruise, and may be conducted monthly thereafter. The signal for a fire drill is a **ten (10) second continuous sounding** of the ship's whistle and general alarm, followed by an announcement. If you don't hear the announcement "This is a drill," then the alarm you hear is NOT a drill.

**COLLISION** - Collision drills are conducted periodically at sea. The signal for a collision is also a **ten (10) second continuous sounding** of the ship's whistle and general alarm, followed by an announcement.

2. **MAN OVERBOARD** - Man overboard drills are conducted once quarterly. The signal is **three (3) prolonged blasts four to six** (4-6 seconds) of the ship's whistle and general alarm.
3. **ABANDON SHIP** - Abandon ship drills are conducted weekly at sea. All personnel are required to don their personal floatation device (PFD) and bring their survival suit, clothing that fully covers legs and arms, head covering (i.e., hat), socks, and shoes to their abandon ship station. At least once per month, survival suits will be donned during the drill. Instruction will be provided to new arrivals on the first underway drill.

The signal for an abandon ship drill is **a sounding of more than six (6) short blasts** (1-2 seconds) **followed by one (1) long blast** (6-10 seconds) of the ship's whistle and general alarm, followed by an announcement. The locations of abandon ship stations are as follows:

Liferaft 1: Main deck, STBD side, outside main lab

Liferaft 5: Main deck, STBD side, outside wet lab

Liferaft 4: Main deck, PORT side, aft of van space

Liferaft 8: Main deck, PORT side, aft of staging bay

Alternate muster stations and interior muster stations (used during inclement weather) will be listed on your billet cards. Locate and commit your assigned muster station to memory.

5. **DISMISSAL** - At the conclusion of each drill, all hands are dismissed by sounding **three (3) short blasts** of the ship's whistle and general alarm.
- C. **RESTRICTED AREAS:** Access to the Bridge is limited to watch-standing personnel when the ship is underway except by permission of the **Commanding Officer (CO)** or the **Officer of the Deck (OOD)**. Please feel free to visit the bridge, but request the OOD's permission to enter. Please refrain from visiting the bridge

when arriving or departing port.

The following spaces are off limits to casual visitors: Galley, stores, freezers, and chill room. The weather decks forward are off limits during the night while underway. If you must go outside, call the bridge (125) and let the OOD know. Permission to enter engineering space is granted by the Chief Marine Engineer or the Engineer on Watch.

- D. **HEAVY WEATHER:** Because *BROWN* operates in all oceans and during all seasons, the ship will inevitably encounter heavy weather. When it is too hazardous for personnel to work or venture out on weather decks, all personnel will be restricted to the interior spaces of the ship. **At all times**, close and dog doors and hatches securely. Avoid placing fingers in watertight and weather tight doors. The doors and hatches aboard this ship are heavy and can be very dangerous if left open or unsecured. Always leave one hand free for holding onto handrails when ascending or descending stairs.
- E. **LIGHTS AT NIGHT:** Bridge watchstanders must maintain night vision to ensure safe navigation of the ship. At night, please keep portholes and windows covered, and do not illuminate white or yellow deck lights without permission from the Bridge. Do not shine flashlights or spotlights toward the Bridge or white surfaces (e.g., bulwarks), or light matches on weather decks near the Pilot House. Vans forward should have red night light and window shade covers. Proceed with caution when stepping outside anytime at night from vans on deck or from vessel interior as it takes time for vision to adjust to lower light.
- F. **SAFETY EQUIPMENT:** For your safety and the safety of others, do not borrow tools or equipment from the ship's Damage Control Lockers, or tamper with any safety equipment such as fire hoses, axes, extinguishers, smoke detectors, heat detectors, emergency lights, etc. This equipment must remain in place and in operating condition to ensure your safety.

### **III. CONDUCT**

- A. **ALCOHOL AND CONTROLLED SUBSTANCES:** Alcoholic beverages or controlled substances found aboard in the possession of an

individual will be confiscated, and the individual concerned will be subject to disciplinary action. In the case of controlled substances, the individual concerned will be subject to additional penalties by the Federal Government. Arrangements must be made with the Executive Officer to store all alcoholic beverages in the ship's secure liquor locker. Alcoholic beverages purchased in foreign ports will also be stored in the secure liquor locker, and will be declared to Customs upon entry into a U.S. port.

- B. **FIREARMS AND OTHER WEAPONS:** Personally owned firearms and any other types of lethal weapons are not permitted aboard without prior written approval of the Executive Officer. Approved weapons will be placed in the ship's secure weapons locker for safe keeping. Sheath knives are prohibited. Folding knives are acceptable and are encouraged.
- C. **GAMBLING:** Gambling is prohibited on government premises, including NOAA vessels. This includes operation of a gambling device, conducting a lottery or pool, participating in a game for money or property, and setting or purchasing numbers, slips or tickets.
- D. **SEXUAL LIAISON:** Sexual liaison is prohibited aboard *BROWN*. Staterooms occupied by members of one sex are off limits to members of the opposite sex, except when conducting official business. Doors should be kept open when members of the opposite sex are in the room to avoid any suggestion of impropriety.
- E. **SEXUAL HARASSMENT:** *BROWN* is a Federal workplace and sexual harassment will NOT be tolerated. Sexual harassment is any conduct or behavior that intimidates or is offensive due to sexual content or suggestion, or that influences, offers to influence, or threatens the career, pay, job, or conditions of employment of another person - male or female - in exchange for sexual favors. Repeated or unsolicited verbal comments, gesture, or physical contact of a sexual nature that are unwelcome also constitute acts of sexual harassment. This includes any conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment for other employees or embarked personnel.



You are encouraged to make the offender aware that his or her behavior is not welcome. If the behavior continues, report the incident to your immediate supervisor. If the offender is a member of the ship's crew, also advise his or her supervisor, or the executive officer. There is ZERO TOLERANCE for such conduct.

- F. **VISITORS:** Vessel security is paramount. The vessel complies with port and marine security regulations. Names and affiliation of all visitors must be provided for port access. All visitors must be met at the Quarterdeck by the person being visited. Visitors for the Commanding Officer will be met by the OOD. Intoxicated visitors are not permitted aboard. Visitors actions are the responsibility of the person being visited. They shall be escorted at all times by the person responsible for them. Visitors not behaving properly shall be reported to the OOD. The OOD will request that they depart the ship if such action is considered justified. Visitors are not welcome between the hours of 2200 - 0700 except by specific permission of the Executive Officer or the Commanding Officer.

### **IVING CONDITIONS**

- A. **ATTIRE:** For SAFETY reasons, footwear worn outside of staterooms must encase the entire foot. **Open-toed and open heel shoes, clogs, slippers, flip-flops, sandals, or bare feet are prohibited outside staterooms.**

Proper work shoes and clothes shall be worn at all times. Hard hats must be worn when handling boats, suspended loads, and gear over the side. Flotation work vests must be worn in small boats and when working with gear deployed over the side. Gloves must be worn when handling wire rope. Goggles, face shield, and rubber gloves must be worn when handling hazardous materials.

Clean clothing, including long or short sleeved shirts, pants or shorts, and shoes must be worn in the ship's mess areas. Grease or oil soiled boots should not be worn in the staterooms.

- B. **QUARTERS:** Most staterooms accommodate two people.

Rooms are small. Please be selective with the amount of personal gear that you bring aboard. Each person will have a bunk, a locker, drawers and a reading light. Each occupant is entitled to an equal share of the drawer and closet space. Overflow items and luggage may be stored in the forward or aft storerooms on the platform deck.

Staterooms are equipped with wash basin, mirrored cabinet, and mirrors. Radio and television antenna terminals, a chair, desk, and bureau are provided in each room. Stateroom power outlets are of the standard marine type (115V/60Hz).

Most rooms have adjoining shared heads and showers. Please be considerate of your neighbors by observing proper hygiene, cleaning up after yourself and by remembering to unlock the door when you are finished. **Room cleanliness is each person's individual responsibility.** Members of the adjoining staterooms share responsibility for cleaning the shared head. Cleaning supplies are located in a locker near each berthing area.

Visiting scientists may share a room with a member of the ship's complement. In this berthing relationship, common courtesy must be the guide. Loud/disturbing noises should be minimized, by both parties, particularly when the roommate is trying to sleep. Please do not play televisions or music so loud that it disturbs your shipmates (e.g. consider using headphones when playing the radio, television or sound system). Refrain from chatter or making unnecessary noise in berthing passageways and the living quarters as off-watch personnel may be sleeping. As a courtesy, please use entries and exits in non-berthing areas to access the weatherdeck.

Clean towels and linens are provided when you arrive. If they are not in your room, check the library, and then see the OOD or FOO. Each person is responsible for laundering their towels and linens while embarked. There is no linen exchange. All linen items should be deposited in the laundry bin in the laundry room at the end of your stay.

Please leave the room in the same condition you would like it to be in the next time you come aboard. Cleaning the room and head thoroughly prior to leaving entails vacuuming, dusting,

cleaning the mirror, medicine cabinet, sinks, bulkheads adjacent to sinks, shower, toilet, soap trays, drawers, and all other surfaces. Of particular attention when cleaning is the shower walls, curtain, drain and floor. Take the trash bag to the trash bin on the 0-1 level, port side.

- C. **INSPECTIONS:** The Commanding Officer is required to conduct a monthly inspection of the entire ship, including berthing areas, food service areas, and lounges. These inspections are usually announced beforehand.
- D. **AIR CONDITIONING:** The ship has a limited capacity to cool and dehumidify interior spaces. After passing through, re-dog all doors and hatches that access a climate controlled space closed. Your stateroom will be more comfortable as a result.
- E. **MEALS:** Proper attire **MUST** be worn in the mess areas during meal hours. Persons in bathing suits, abbreviated shorts, barefoot, or without shirts will not be seated or served. Meal times are as follows:

Breakfast:	0700-0800
Lunch:	1100-1200
Dinner:	1630-1730

Meals are served cafeteria style. Seating may be limited depending on size of science complement. Meal hours may be modified to accommodate two sittings during lunch and dinner when the ship is operating with a large scientific complement, or while in port to allow Steward Department personnel time off. Any changes in meal hours will be posted by the Executive Officer.

Please feel free to use mess facilities, including the refrigerators, coffee machines, toasters, and microwave ovens. Request a briefing from the Steward Department on their use. **Remember**, everyone is responsible for cleaning up his/her mess after food preparation. This includes work surfaces, dining tables, and dishes, utensils, glasses, etc. Dispose of food waste properly and place cups, glasses, plates and bowls in the galley scullery.

- F. **FRESH WATER:** When in coastal areas and when sailing with a full

complement, the ship has a limited capacity to carry and generate freshwater. The ship's reverse osmosis and evaporator systems have adequate capacity to satisfy normal shipboard demands for drinking, cooking, and washing. When a large number of people are embarked on the ship, every effort must be made to conserve water. In your personal use, please consider the precious nature of this resource and the inconveniences that will occur if rationing or severe restrictions must be implemented. The following prudent practices should always be observed:

- o Wash only full loads of laundry
- o Ensure taps are completely shut off

G. **LAUNDRY:** Washing machines and dryers are located by the reefer flats (Tank Top Deck), one deck below the aft scientific berthing area. Detergent, bleach and anti-static dryer sheets are available in the laundry room. To help conserve freshwater, please wait until you have a full load of laundry instead of washing small loads. Please do not put rubberized articles, such as tennis shoes in the dryers. Remove all objects from pockets. Coins, cigarettes, pens, and papers make a mess of your clothes, and damage the washers and dryers. **For a full load, use absolutely no more than ½ cup of detergent!** PLEASE remove your clothes **promptly** after cycles have completed so that someone else may use the machines. Clean dryer lint screens upon removing your clothes. The laundry may be secured from time to time because of operational requirements or restrictions on freshwater usage.

H. **TRASH DISPOSAL: Disposal of plastics over the side is prohibited at all times.** Do not dispose of trash or garbage over the side unless clearance to do so has been granted by the OOD or the Executive Officer. Do not pour hazardous chemicals down drains. Explosive or flammable material shall not be thrown overboard unless permission has been granted by the Commanding Officer or Executive Officer. Flammable materials, metals and aerosol cans cannot be burned in the incinerator. There are separate containers around the ship for aluminum cans. Please use them and make an effort to separate your room trash into "burnable" and "not burnable." Please take your trash to the cargo box located on 01 deck, port side aft, forward of the crane. The cooperation of all hands

in implementing this policy will contribute to safe, efficient, and environmentally compliant disposal of our wastes.

- I. **MARINE SANITATION SYSTEM:** Only dispose of toilet paper into the ship's heads. Do NOT dispose of non-paper items, cigarettes, paper towels, sanitary napkins, other foreign materials or unapproved cleaning agents into the ship's heads. Such material will invariably clog or damage the system and inconvenience everyone. IF IT ISN'T TOILET PAPER AND IT HASN'T PASSED THROUGH YOUR DIGESTIVE SYSTEM, DO NOT PUT IT IN THE COMMODE.

Note: All fresh water used on the ship returns to the marine sanitation system for processing. This system has about a 24 hour storage capacity. Water wastage has the secondary effect of forcing the ship off station and the suspension of operations when operations preclude routine pumping of sewage.

- J. **SMOKING:** Smoking is prohibited except on weather decks. Do not leave butts on deck or throw them over the side of the ship. Please place all cigarette butts in an ashtray and do not leave ashtrays lying around the ship. Heed the "NO SMOKING" signs posted around the ship. They will be enforced. If smoking near living quarters such as the 0-1 deck forward, please refrain from loud conversation as off-duty watchstanders may be sleeping. Smoking will also be prohibited during fueling operations. DO not smoke near fan ventilation intakes.

- K. **MEDICAL AFFAIRS:** BROWN carries a US Public Health Service Medical Officer for the health and emergency medical care of all embarked personnel. Sick Call is in the Hospital on the 02 Deck every morning between 0800 and 1200. If an illness or injury should occur at other times, contact the Medical Officer, O.O.D. or the Executive Officer. In addition, other members of the ship's complement are Emergency Medical Technicians (EMT) or CPR/First Aid certified and should be able to help in an emergency.

ALL INJURIES WHICH OCCUR ON BOARD THIS SHIP ARE CONSIDERED ON-THE-JOB INJURIES, AND MUST BE ADMINISTERED AS SUCH.

Please ensure that have submitted a copy, prior to sailing, of the

**NOAA Health Services Questionnaire** and have brought your own prescription medicines, if required. A limited amount of over-the-counter medicines (e.g. seasick pills, aspirin/Tylenol, bandages, etc.) are available from the ship's Medical Officer.

**SEASICKNESS:** Many people are susceptible to seasickness, even experienced sailors. Often there is an initial acclimation period lasting a few hours to a few days when the ship first gets underway or runs into rough weather. Many people, however, may never get completely acclimatized to the movement of a ship. Whether or not you get seasick depends on physiological factors associated with your inner ear, not on any weakness. If you do not get seasick, consider yourself lucky. Empathize with those who may. Although some people may be reluctant to seek medical help for fear of embarrassment, medication may be the only way to make a cruise bearable. If you think you may be prone to seasickness, the time to visit the Medical Officer is before the ship gets underway. You may want to delay taking your medication to see if your body will adjust, but if you have a particularly bad case then you may have trouble keeping your medicine down. It's usually better to be safe than sorry. If you do feel the need to throw up at any time, immediately find the lee side (the side away from the wind) of the weather deck or the nearest toilet (not the sink!). Most importantly, if you do vomit, unfortunately YOU are responsible for cleaning it up immediately and thoroughly.

- L. **RECREATION:** A number of recreational diversions are available for your enjoyment. Videotape movies are shown twice nightly on the ship's TV system (at 1730 and 2000). The movie schedule is posted on the bulletin board on each deck and is announced each evening at 1730. 8mm video tapes are to remain in the lounge. A listing of onboard titles maybe found in the lounge binder.

Periodicals, paperbacks, puzzles, cards and board games are also found in the lounge and library. Please refrain from engaging in noisy activities while in the Library as this is a space generally reserved for reading and working.

An exercise room is located on the Platform Deck (below Main Deck), port side aft, between the engine room and the winch

room. Stationary bicycles, a treadmill, rowing machine, universal weight machine and free weights are available for your use. Please wipe up your sweat after exercising.

Sunbathing is permitted on the 03 level forward. Please do not use ship's linens, blankets, life jackets, etc., to sunbathe. Appropriate attire must be worn. The tropical sun can cause sunburn of exposed flesh in as little as one hour. All sunbathers should wear sun screen as necessary. At times, fishing and other outdoor activities will be permitted on the Main Deck aft. Lines must be retrieved so as to not interfere with station operations.

- M. **SHIP'S STORE:** The Ship's Store is located on 01 Deck just aft of the galley. The store carries a limited amount of clothing, ship's hats, polo and t-shirts, patches, pins, toiletries, film and other small items for purchase. The store is open daily, between movies. An announcement is usually made when the store is open. Soda and candy machines are located in the Main Lab Forward. Containers for aluminum cans are found in various locations around the ship. PLEASE RECYCLE.
- N. **COMPUTER & COPIER USE:** When using ships computers please remember that official work is always the first priority, personal work is second priority, and recreation is the lowest priority. Scientific parties are requested to not use the library computer and other computers designated for crew use. Personnel should also use the copier located in the forward Main Lab. Scientists are requested to bring a supply of paper for use. Scientists wishing to connect laptops to network should provide necessary Cat 5 cable. **The vessel is unable to support Apple or Macintosh interface with ship's network.** Computer storage media brought aboard must be scanned for viruses before putting them into a shipboard computer. Please see the Electronic Technician or Chief Survey Technician for assistance.
- O. **E-MAIL**
  - a. **ACCOUNT:** An email account is setup for each person embarking. An email address is typically:  
**firstname.lastname.atsea@rbnems.oma.noaa.gov**  
After selecting Internet Explorer, you will be prompted for user name: "yourfirstname.yourlastname.atsea" and the password which is "password" until changed. There are typically two

satellite links per day. The mail server is just for that and does not serve as a platform for ftp or http.

**b. POLICY:** The availability of e-mail services is a valuable quality of life issue aboard ship. Accordingly, a complimentary amount of personal use will be permitted for all personnel embarked aboard RONALD H. BROWN. At the current time the complimentary amount established by the NOAA'S Marine and Aviation Operations at \$1.50 (15 KB of incoming and outgoing message size) per person per day. \$1.50 per day may be accumulated over a period of no more than one month such that one person will be allowed \$45 per month for e-mail transmission costs. There is no provision for payment to a person who does not utilize the complimentary amount

Please understand that the cost of personal e-mail being transmitted from shore to an individual aboard ship will be charged against that individual's complimentary amount. A detailed billing statement will be issued at the end of the cruise to any individual or Chief Scientist whose costs have exceeded his or his group's monthly entitlement. All costs in excess of an individual's or group's complimentary amount must be reimbursed prior to departure . When personal use cannot be easily distinguished from official business, the amount of reimbursement will equal the total cost minus the complimentary amount.

## **V. OPERATIONS**

- A. **ASSIGNMENT OF WORK:** To preserve the shipboard chain of command and to facilitate proper management of resources, please make any requests for the assistance of any member of the ship's complement through the Operations Officer or the Executive Officer. Individual members of the scientific party MAY NOT directly assign work to any member of the ship's workforce. Such assignment of work is the direct function and responsibility of the shipboard supervisors. Requests for assistance will be promptly and expeditiously handled. Your cooperation will be greatly appreciated.
- B. **KEY PERSONNEL:** During your stay aboard ship you will be in contact with the following ship's officers and department heads;



Commanding Officer	John D. Wilder, CAPT, NOAA
Executive Officer	Wade J. Blake, CDR, NOAA
Operations Officer	Michael J. Hoshlyk, LT, NOAA
Medical Officer	Les Cruise, LT, USPHS
Navigation Officer	Jennifer E. Pralgo, LTJG, NOAA
Officers of the Deck	Shawn Maddock, LTJG, NOAA
	Jeffery D. Shoup, ENS, NOAA
Chief Marine Engineer	Mr. Michael Gowan
Chief Boatswain	Mr. Bruce Cowden
Chief Steward	Mr. Richard Whitehead
Chief Survey Technician	Mr. Jonathon Shannahof
Lead Electronics Technician	Mr. Steve Macri or Mr. Mike Crumley

These people have primary responsibilities for the management and operation of this vessel. Each is available to assist you as required.

- C. **PAGING AND CALLING:** Paging is available from phones throughout the ship. Please limit use of this system from 0930 to 2000, and only when really necessary. Most people can be found by dialing to their stateroom or office.

For embarked scientific personnel, please see the XO or FOO if you want to contact shore via INMARSAT phone or faxes. The cost for voice is approximately \$3.00 per minute. Each person making personal outgoing calls is responsible for satellite phone use charges and must use a personal credit card to enable the call. When completing a call, ensure that you hang up the handset, as charges will accrue until the connection is terminated.

- D. **VESSEL CONTACT NUMBERS:** When we are at sea, satellite telephone calls to the ship can be made by dialing 872 (Pacific) or 874 (Atlantic) followed by 336-899-620 Sat B or 761-831-360 Sat M. Facsimile messages may be sent to the ship via satellite by dialing 872 (Pacific) or 874 (Atlantic) followed by 154-2644. Messages can also be passed to the ship through the Atlantic Marine Center Operations Division at 757-441-6206, or Pacific Marine Center Operations Division at 206-553-8705. BROWN's cellular phone number is 757-635-0678.

- E. **MAIL:** Port addresses will be made available, once

arrangements have been made. Please see the XO or FOO for port and customs requirements. Scientific equipment shipped to the BROWN should be well labeled to indicate ownership. Shipping to and from BROWN is best accomplished by national/international freight carriers contracted to pick up equipment. Be sure to provide inventory manifest to carrier, vessel and agent.

**F. PERSONAL PROTECTIVE EQUIPMENT:**

The ship is an industrial workplace with many hazards during all operations. A key to safety is prevention accidents before they happen. One can do their part and prevent injuries by maintaining situational awareness and by observing the following precautions.

Always wear proper shoes when working on deck. Sandals, flip-flop, tevas, clogs, birkenstocks or any other types of open-toed, open-heeled footwear are unsafe and will not be tolerated for deck work. Steel-toed shoes and shoes with good traction are advisable. Hard hats must be worn when equipment is lifted overhead. Flotation work vests must be worn when working near the edge of the ship or deploying equipment over the side.

**G. DEPARTMENTAL SUPPORT:** Please request departmental support through the FOO or appropriate department head. Also see the appropriate department head to request each use of tools, shops or other work spaces.

**H. RECOVERIES AND DEPLOYMENTS:** Permission from the bridge OOD is required before putting ANYTHING over the side. Do not walk away from any piece of loose equipment. Secure your equipment before the vessel is underway. If you don't have any business in the immediate area of operations then stay clear.

**I. HAZARDOUS MATERIALS:**

Ships' customers need to be in compliance with NOAA Hazmat policy. Policy requires that responsible person(s) completed OSHA approved training in Hazmat handling and spill response for all science Hazmat in their custody. The Chief Scientist or designee shall maintain an inventory of Hazmat verifying amounts, ownership, ensure proper packaging and labeling of each material, and that MSDS along with spill clean up materials for certain Hazmat (formaldehyde, mercury) are

aboard.

For the safety of others who may be called upon to respond to an emergency in a lab area, please have every container labeled identifying the contents of the dispensing/storage containers. Any spills or accidents must be reported. When handling chemicals, wear eye protection and use fume hoods in lab spaces. No hazardous waste is allowed in trash and ask before pouring chemicals down a drain. Radioactive material use must comply with applicable US NRC regulations. Names of individuals handling the material along with summary of their training and experience is to be provided. Contamination (wipe) tests must be conducted in all areas where radioisotopes are used or stored.

Upon departure from the ship, the scientific party must provide the Commanding Officer an inventory of hazardous materials showing that all of them have been depleted, removed ashore, or properly stored aboard until such time as it is practicable to remove them from the ship. Results of any contamination (wipe) tests and a complete description of any problems encountered in Hazmat use and the measures taken to resolve those problems. The final decision on accepting responsibility of hazardous materials is with the Captain.